

PPB 70-1692

17 August 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Improving Federal Reporting and Reducing
Related Paperwork

- REFERENCES:
1. Memo dated 5 Aug 70 to Heads of Depts.
& Agencies from the President, same subject
 2. Transmittal Memo No. 1 to BOB Circular
No. A-44 Revised, dated 17 June 1970

Bob:

1. Attached is a memorandum from the President on the subject of a Government-wide project to analyze paperwork requirements. Also attached is a related BOB paper. Both these memos were brought to my attention when I returned from leave last week but there was not time to discuss the implications with Colonel White before he departed.

2. If we were to carry out the Transmittal Memo No. 1 literally, we would have to inventory and evaluate both management and intelligence reporting. I believe something less than a literal interpretation is in order and, in the absence of Colonel White, I will recommend to the DDCI that we respond to the requirement incrementally as follows.

3. First, and immediately, we review administrative/management reports at all levels. I believe that this task should fall upon you or your designee as the senior official in the Agency responsible for the review. The task should also involve a "Reports Task Force" to be established, with representatives of all Directorates, to make an immediate inventory of all reports and reporting systems. Once the task force has some idea from this "inventory of ignorance," a determination of savings goals must be made and reported to OMB. Since we are starting very late, I have an extension from the Office of Management and Budget until 30 October for the reporting of savings goals.

4. You will note, on page 5 of the BOB Memo , that we are to designate the management official named as the project director responsible for the study and subordinate project directors insofar as this is applicable. Will you provide me with your views on who should be named. In this regard, I think it is reasonable to consider the IP&E Committee as a useful vehicle for evaluating the reports and recommending the savings goals. It may be that we should constitute a subcommittee of that group under - say - [redacted] with representatives from the Inspector General as well. Following the study group recommendations will be the difficult chore of reducing or eliminating reporting and preparing a final report for the President by 30 June 1971.

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5. Second, the requirement to review intelligence reporting must be considered. I propose to await Colonel White's return on this, but I will suggest to him that we ask the Deputy Director for Intelligence to undertake a thorough review of these procedures and products some time during this fiscal year so that results and savings goals can be included in the overall Agency report to the President.

6. I have attached for your consideration a draft memorandum from General Cushman to the Deputies which will enable us to get started on the first part of this requirement.

[redacted]
John M. Clarke
Director of Planning,
Programming, and Budgeting

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Attachments:

1. Copy of Ref. 1.
2. Copy of Ref. 2.
3. Draft Memo to DD's

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment